

## Youth Camp Health Program

The purpose of a written health program is to inform camp staff and volunteers what actions to follow to ensure each camper's health and safety while at camp.

Staff and volunteers must receive training in the health program. Training must include an opportunity to discuss the program and ask questions. Staff and volunteers must know and follow the health program procedures.

- Describe the training: what/where/when. Document that each staff/volunteer was trained before camp and knows the health program.

A copy of the health program must be available to the camp staff. The health program must be on file in the headquarters or office of the camp.

- Where are copies of the health program kept? Do staff/volunteers receive a copy?

## Health Supervisor

A health supervisor is a physician, certified nurse practitioner or registered nurse who provides health services for a camp. He/she must be licensed in Maryland.

- A health supervisor approves the health program annually by signing and dating the written program.

During camp hours, a health supervisor must be available for consultation. If your camp serves special needs campers, a health supervisor must be on site during camp.

- Provide the name, title and Maryland license number of the camp's health supervisor. Get a copy of the health supervisor's Maryland license.
- Provide telephone/beeper numbers/address or other information on how to reach the health supervisor.

## Writing Health Program Procedures:

Describe your procedures or actions you want staff to take for each question or item:

1. How do you obtain Camper and Staff health information?
2. Who reviews the health information?
3. When a camper has a medical problem, contact the camp's Health Supervisor to create an Action Plan to deal with the day-to-day needs of the camper and in case of a medical emergency.
4. How is camper health information shared with staff members that need to know?

5. How is confidential health information protected?
6. Who is responsible for being aware of any campers with easily discernable signs of injury or illness? Do you provide any information on disease, illness or injury?
7. How do you handle emergencies and accidents? Who has first aid training?
8. Who calls an ambulance or 911?
9. Who will care for and supervise an injured or ill camper until picked up by parent? Do you have a health treatment area?
10. Who will notify a parent when a camper is injured or ill? Is this done in writing or verbally?
11. Who will report camper injuries and illnesses to the camp's Health Supervisor and Maryland Department of Health and Mental Hygiene? Follow the attached chart.
12. Infectious disease prevention:
  - a. When are staff members required to wash their hands?
  - b. When is personal protective equipment required?
  - c. What is the camp's standard for personal hygiene?
  - d. Does the camp have an exposure control plan?
13. Remember to include the name, title and Maryland license number of the camp's health supervisor. Get a copy of their Maryland license.
14. Provide telephone/beeper numbers/address or other information on how to reach the camp's health supervisor.
15. The camp's Health Supervisor must sign and date each year that they have approved the camp's Health Program.
16. Keep the original Health Program on file at camp headquarters/office.

## Youth Camp Emergency Plan

The purpose of a written emergency plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while at camp.

Staff and volunteers must receive training in the emergency plan. Training must include an opportunity to discuss the procedures and ask questions. Staff and volunteers must know and follow the camp's emergency procedures.

- Describe the training: what/where/when. Document that each staff/volunteer was trained before camp and knows the emergency procedures.
- Where are copies of the written emergency plan kept? Do staff/volunteers receive a copy?

## Writing Emergency Procedures:

Describe your procedures or actions you want staff to take for each question or item:

1. When severe weather or other emergencies happen where do campers go to be safe?
2. How would campers and staff evacuate the camp? Do you use buses or cars?  
Where would everyone go?
3. How do you account for all campers? Do you have a daily roster? Describe procedures for locating a missing camper.
4. For each group of campers, the operator must have a minimum of two staff present. At least one staff member must be an adult. In the event of an emergency, describe who remains with an injured camper and who summons emergency assistance.
5. Where is a phone that can be used to dial 911? Do senior staff persons have cell phones? Who is responsible to call 911?
6. How do you contact emergency services if the telephone is not working?
7. What is available for transporting campers and staff in an emergency?
8. How would you notify parents what's happening?

9. How does the camp receive emergency communication?
10. Where would parents pick up the campers?
11. When are drills in the procedures done with campers? Document the drills, a written record is required: date/time/etc. Did staff and camper follow directions?  
  
Do any procedures need revision? Drills are required early in each session.